

## **SNS Front End Procurement Procedures**

### **LBLN Procedures**

LBLN's policy and procedures on procurement are detailed in LBNL's Regulations and Procedures Manual, Chapter 6 and LBNL's Supplementary Instruction Section 1. Additionally, LBNL has a Procurement web site which summarizes these activities in a easy to use way for LBNL researchers. These web sites are : [http://www.lbl.gov/Workplace/RPM/R6.00\\_TOC.html](http://www.lbl.gov/Workplace/RPM/R6.00_TOC.html) and <http://Purch1.lbl.gov/booth.htm> respectively.

In addition to these lab-wide requirements, two specific procedures for procurement will be enforced within the Spallation Neutron Source Front End project at LBNL. All requisitions will be approved by the appropriate Cost Account Manager. All requisitions for procurements greater than 10K will be also be approved by the Senior Team Leader or Project Manager.

Email will be sent by the requester to the Budget and Reporting Manager that include the requisition number, project ID and dollar amount. Once the material is received, the budget manager will be notified so that the Purchase order can be closed and any remaining lien amounts cleared from the ledger.

LBLN's Procurement Department maintains a list of Qualified Suppliers and ensures that all procurements are compliant with Public Law 100-679 as amended.